

## Vacancy Information

---



Announcement Number: **PH-2009-0001**

Vacancy Description: **Public Health**

Open Period: **11/25/2008 - 02/06/2009**

Series/Grade: **GS-PUBHEALTH-09**

Salary: **\$50,408.00 TO \$73,100.00**

Promotion Potential: **GS-12**

Hiring Agency: **HHS OFFICE OF THE SECRETARY**

Duty Locations: **MANY vacancies Washington DC Metro Area, DC and Atlanta, GA**

For more information, Contact: **Shanaz Mobley, 301-443-7568**  
[emergingleadersquestions@hhs.gov](mailto:emergingleadersquestions@hhs.gov)

### Additional Information

#### **Who May Apply:**

Open to All United States Citizens.

#### **Job Summary:**

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

The Emerging Leaders Program (ELP) is designed to recruit high potential employees and provide fast track development highlighting leadership and business skills through experiential learning and training. This Program is one of the recruitment tools used by the Department of Health and Human Services (DHHS) to hire exceptional interns with a variety of backgrounds for the effective analysis and execution of our programs. Formal training and leadership development are the foundation of this two-year internship resulting in a cadre of

well-trained, well-qualified employees for leadership roles in the Department of Health and Human Services.

This is an Excepted Service Appointment that recruits for GS-9 level positions across 5 career tracks (note: not all career tracks recruit each year).

**Key Requirements:**

\* Must be a US Citizen

**Position Information:**

Full Time

Excepted Service Appointment, Not to Exceed 2 Years

**Major Duties:**

Public Health Career Path

This path includes epidemiologist, public health analyst and public health advisors who analyze and evaluate issues related to exposure to hazardous substances; design and develop study protocols including health status analysis, and the prevention and treatment of illnesses and substance abuse. They also assist states, local governments and private organizations that provide public health services.

**Qualifications and Evaluations:**

Transcripts:

We will request transcripts ONLY from those that are accepted into the program (At a future date). Please do not submit transcripts at this time.

You must be a US citizen

You must be eligible to qualify at the GS-9 level:

The following will qualify you at the GS-9 level; Master's degree, PH.D, JD or higher level degree from an accredited college or university. If you do not possess a Master's Degree or higher, you may qualify at a GS-09 with a Bachelor's degree and 1 year of specialized experience related to the career track for which you are applying.

<http://www.opm.gov/qualifications/>.

Examples of qualifying specialized experience include:

- Providing advice and assistance to State and local governments, and to various public, nonprofit, and private agencies and organizations on matters relating to the improvement of their public health activities.
- Conducting studies and performing other analytical work relating

to the planning, development, organization, administration, evaluation and delivery of public health programs.

#### **How You Will Be Evaluated:**

Your resume and responses to the self-assessment job questions are an integral part of the process for determining your basic and specialized qualifications for the position. Therefore, it is important to support your responses to the applicant assessment questions by providing examples of past and present experience when requested.

There are several parts of the application process that affect the overall evaluation of your application:

1. Your resume
2. Your responses to the core questions
3. Your responses to the self-assessment job-specific questions
4. Your supporting documents

High self-assessment in the vacancy questions that are not supported by information in your resume, essay responses, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Please yourself adequate time to apply for this vacancy. We recommend that you preview the questions for this announcement before you start the application process using the "*click here*" link below.

#### **How to Apply:**

Please fill out the online application in its entirety:

- There is a section to input your resume/Curriculum Vitae, (outlying both your paid/unpaid work experience; honors received; extra curricular experience; special skills; and leadership roles)

- Please include with your resume, ( in the same dialogue box) a short cover letter summarizing your experience and qualifications for the program (half page maximum)

**\*\*You will need to complete this application by the vacancy close date, midnight 02/06/09.**

Please provide 2 letters of recommendation with original signatures from individuals who can speak to your specific accomplishments and experiences which demonstrate your analytical ability, oral and written communication skills, and leadership potential.

These two references must be from the Department Chairperson of your academic program and/or from a current/former manager, supervisor or professor. Please ensure that both references are submitted on Company/University letterhead.

**\*\*Please note:** If you are currently enrolled and will graduate by August 2009; **YOU MUST PROVIDE** at least one reference from an academic Department Chairperson and/or Professor on University Letterhead. The

other recommendation can be from a current/former manager or supervisor.

**Required Documents:**

- We must receive your reference packet, postmarked by 02/06/09
- We will not accept faxes, emails or PDF documents
- Submit to:

ELP Program Coordinator  
6010 Executive Blvd., Suite 400  
Rockville, MD 20852

Additional documentation maybe requested at a later date.

**What to Expect Next:**

Timeline

The recruitment plan for the ELP will include:

The start date for the ELP is July 2009

**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer.

[More Info](#)

Life insurance coverage is provided.

[More Info](#)

Long-Term Care Insurance is offered and carries into your retirement.

[More Info](#)

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program.

[More Info](#)

You will earn annual vacation leave.

[More Info](#)

You will earn sick leave.

[More Info](#)

You will be paid for Federal holidays that fall within your regularly scheduled tour of duty.

[More Info](#)

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

**Additional Information:**

## Questions:

Please send your questions to [emergingleadersquestions@hhs.gov](mailto:emergingleadersquestions@hhs.gov)

For additional information on program offerings, see our ELP website: <http://learning.hhs.gov/elp.asp>

---

This is a PREVIEW ONLY! To apply for the vacancy you will answer the questions online.

## Job Specific Questions

Grade: 09

\* 1. Choose one answer that best describes your education, experience, or combination of education and experience:

1. I possess at least one year of specialized experience that has equipped me with the particular knowledge, skills and abilities to successfully perform the duties of the position. The experience is related to the work of the position and equivalent to at least the GS-7 in the Federal Service as described in the vacancy announcement.

2. I possess 2 full years of progressively higher level graduate education or Master`s or equivalent graduate degree (such as an LL.B or J.D.).

3. I possess a combination of graduate level education beyond the first year of progressive graduate study and appropriate experience that together meet the qualification requirement of this position.

4. I do not meet any of the requirements described above

All Grades

\* 1. I have completed a degree:

1. In or related to the Health Sciences

2. In or related to the Allied Sciences

3. None of the above

\* 2. Have you demonstrated your leadership capability by motivating and inspiring others toward a common goal?

Yes No

If you answer "Yes" you will be asked the following question(s):

\* 2.1. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

\* 3. Please select all that you have education or experience with:

Check all that apply

1. Giving presentations to small groups

2. Giving presentations to large groups (20+)

3. Giving presentations to the public at large

4. Participating/presenting at conferences

5. Serving as a conference leader

6. Serving as a negotiator

7. Providing court testimony

8. Explaining and defending management policies

\* 4. Do you have knowledge of epidemiology and statistical theory and techniques sufficient to select, collect and analyze scientific data?

1. Yes
2. No
3. Somewhat

\* 5. Which Operating Division (OPDIV) within HHS are you most interested in working for as your primary choice?

1. NIH-Bethesda, MD
2. FDA-Rockville, MD
3. CMS-Baltimore, MD
4. OS-Washington, DC
5. ACF-Washington, DC
6. AoA-Washington, DC
7. SAMHSA-Rockville, MD
8. AHRQ-Rockville, MD
9. HRSA-Rockville, MD
10. PSC-Rockville, MD
11. CDC-Atlanta, GA

\* 6. Which OPDIV is your secondary choice?

1. NIH-Bethesda, MD
2. FDA-Rockville, MD
3. CMS-Baltimore, MD
4. OS-Washington, DC
5. ACF-Washington, DC
6. AoA-Washington, DC
7. SAMHSA-Rockville, MD
8. AHRQ-Rockville, MD
9. HRSA-Rockville, MD
10. PSC-Rockville, MD
11. CDC-Atlanta, GA

7. Select the statement that best describes your experience preparing analyses, reports, proposals and recommendations in writing to senior management for administrative purposes.

1. I have had education or training in performing this task, but have not yet performed it on the job.
2. I have performed this task on the job, with close supervision from supervisor or senior employee.
3. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee.
4. I have not had education, training, or experience performing this task.

8. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

9. I have researched, analyzed and synthesized data to determine findings, detect trends, and make sound recommendations.

True False

10. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

11. I have knowledge of the theories, principles and concepts of the following health professions:

Check all that apply

1. Psychology
2. Public Health Administration
3. Epidemiology
4. Social Work
5. Other closely related disciplines

6. None of the above

12. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

13. Experience researching and analyzing public health policies and defending my findings and recommendations.

1. I have not had education, training, or experience in performing this task.
2. I have completed education or training in performing this task.
3. I have performed this task as a part of my education and/or on the job under close supervision by a professor or supervisor.
4. I have performed this task as a regular part of my studies and/or on the job, independently and usually without review by a professor or supervisor.
5. In addition to performing this task as a regular part of my studies, I have lead projects performing this task and/or I have trained others in performing this task.

14. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

15. Choose the level below which best describes your knowledge of organizational, operational and/or programmatic concepts and practices applied by public, private, or non-profit organizations engaged in public health or health related activities.

1. No knowledge
2. Some knowledge
3. Extensive knowledge
4. I am considered an expert

16. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

17. Please select the statement(s) below which best describe your experience planning and conducting a scientific study.

1. I have conducted research and compiled data for a study.
2. I have developed a hypothesis and developed questions for a potential study.
3. I have conducted research, compiled data and analyzed the results of the study data.
4. I have been the lead author on a publication or presentation of scientific study findings based on the results of the full experimental research process.
5. None of the above statements reflect my experience.

18. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

19. Have you applied many varied and unrelated processes in order to plan, manage, and evaluate programs, projects or study activities?

1. I have not had education, training or experience in performing this task.
2. I have completed education or training in performing this task.
3. I have performed this task as a part of my education and/or job under close supervision by a professor or supervisor.
4. I have performed this task as a regular part of my studies and/or job, independently and usually without review by a professor or supervisor.
5. In addition to independently performing this task as a regular part of my education and/or job, I have lead

team projects doing this task and/or I have trained others performing this task.

20. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

21. Have you conducted research on or implemented public health policies into an organization, community or group setting?

1. All of the above
2. Two of the above
3. None of the above

22. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

23. Please select the response below that best reflects your experience in a leadership role.

1. I have directed group projects and/or work assignments, defined the nature of assignments and developed project task according to established objectives and timeframes.
2. Set priorities and effectively managed constrained time, financial requirements, program activities, and personnel resources.
3. Developed long-range or short-range plans or program strategies to achieve consistency in program policies and priorities.
4. None of the above

24. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)

25. I have written communication experience with one or more of the following:

Check all that apply

1. Peers and/or team members
2. Professors, supervisors and/or managers
3. High level officials
4. Audiences and/or groups outside of my organization
5. None of the above

26. In the text box below, please elaborate on your answer to the previous question. Indicate where this is reflected on your resume (i.e. identify the specific experience, training and/or education), but do not paste your resume here.

(Essay Question)